



LCCC Adult Career and Education System

## ACES RELEASE OF INFORMATION

\_\_\_\_\_ Student ID Number \_\_\_\_\_

(Print Full Legal Name)

I hereby authorize Laramie Community College to release all information of the 20\_\_-20\_\_ and 20\_\_-20\_\_ academic year(s) regarding  grades, , or  all.

I also authorize LCCC to allow the below individuals to perform registration transactions (adding/dropping classes) on my behalf.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

For account security, you must also specify an account authorization password. The above listed individual(s) must know this password as well as your name and ID number in order for LCCC to release any information to them. The password should be one word; it can contain numbers, but not special symbols or characters. The word "password" is not acceptable.

Password: \_\_\_\_\_

I authorize the release of this information for the purpose of monitoring my account and/or checking on my progress at Laramie County Community College. This authorization does not permit anyone to request transcripts on a student's behalf.

I understand that this release of information may be revoked at any time by contacting the LCCC ACES office and that this release covers only the terms indicated and must be re-submitted if LCCC is to disclose information past the time frame indicated on this form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructions and turn-in options:

You must print and physically sign this form (digital signatures are not accepted).

You can return this form in-person at the Aces office in either Cheyenne or Laramie, via mail to:

Laramie County Community College Aces Office

Laramie County Community College Aces Office

1400 E. College Dr

or

1125 Boulder Drive

Career and Technical Bldg Rm 111

Laramie, WY 82070

Cheyenne, WY 82007